



*Embassy of the United States of America
Kyiv, Ukraine*

JOB OPPORTUNITY ANNOUNCEMENT

042

Date: October 29, 2012

TO: ALL MISSION PERSONNEL

FROM: CHRISTOPHER NEWTON – HUMAN RESOURCES OFFICER

SUBJECT: HVAC TECHNICIAN

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: HVAC Technician

OPEN TO: ALL INTERESTED CANDIDATES

GRADE LEVEL: FSN-06, FP-08* (Full Performance Level)

WORK HOURS: Full Time, 40 hours per week

POSITION TYPE: Permanent

OFFICE LOCATION: Facility Maintenance Section

OPENING DATE: Immediate

DEADLINE: November 12, 2012 at 6 P.M. Kyiv Time

**FP –08 is subject for confirmation with Washington.*

ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION AND ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

Employed as Heating, Ventilation, and Air Conditioning (HVAC) Technician to accomplish skilled maintenance and repair work throughout the New Embassy Compound (NEC) buildings, grounds and residential owned/leased properties. Work assignments are directed by the Mechanical Engineer and deal with hardware, associated peripherals, configuration, optimization, repair of HVAC distribution, chillers, large central air handling units, packaged A/C units, filtration, fan coils, variable air volume (VAV) units, HVAC ductwork, evaporators, condensers, humidifiers, fans, boilers, refrigerators and refrigeration installation, kitchen equipment, coiling doors, gas unit heaters, gas water heaters and electrical unit heaters, fuel oil system, motorized valves, chilled water piping, circulation pumps, damper motors, actuators, HVAC water treatment systems and other control devices will be directed by the Supervising Mechanical Engineer.

MAJOR DUTIES AND RESPONSIBILITIES:

Operation Support

50%

- Performs hands-on repairs of the HVAC System and other building mechanical systems. Included but not limited to, chillers, large central air handling units, packaged A/C units, filtration, fan coils, variable air volume (VAV) units, HVAC ductwork, evaporators, condensers, humidifiers, fans, boilers, refrigerators and refrigeration installation, kitchen equipment, coiling doors, gas unit heaters and electrical unit heaters, fuel oil system, motorized valves, chilled water piping, circulation pumps, damper motors, controllers, actuators, and HVAC water treatment systems. Ensures that all assigned repairs are accomplished promptly and completely with manufactures repair or replacement requirements.
- Performs preventive maintenance on the HVAC system and related components to maintain system operation and reliability to ensure uninterrupted power and continuous air supply to critical facilities, equipment and systems. Responds to scheduled, unscheduled and preventive maintenance work orders generated by the Computerized Maintenance Management System (CMMS). The current program for the Department of State is Work Order for Windows (WOW).
- Inspects, tests, evaluates, calibrates and updates HVAC System to improve reliability and to assure dependability, safety and compliance. Inspects facilities (including houses, temporary trailers, buildings, etc); equipment (e.g. AHU's, packaged A/C units, fan coils compressors, etc.); systems (e.g. mechanical and plumbing, etc.); and work of vendors to determine condition of facilities, safe operation of equipment, quality and safety of work, and scheduled maintenance. Provides routine inspections on all systems, as required by manufacturer requirements, and advises the Facility Manager and Supervising Engineer in writing of problems and recommendations.
- Removes, relocates, repairs, installs and tests HVAC equipment (e.g. VAV mixing boxes, filters, ductwork, conveyance systems, etc) to maintain occupant comfort and equipment protection in buildings and structures. Also, restores operations of non-functioning equipment.
- Maintains the stock of building supplies, materials and parts (e.g. motors, wiring, hardware, paints, tools, mechanical parts, chemicals etc.) to replace materials

consumed and assure their availability for assigned projects, scheduled maintenance, and emergency responses.

- Ensures proper use of time, tools, materials and parts and provides data on all completed preventive maintenance task, spares, and consumables.
- Responds to 24-hour emergency calls to repair remote generator systems and assigned work area during off-duty hours.

Maintenance Support

40%

- Maintains HVAC system, drafts and submits reports to the Mechanic Engineer or supervising engineer detailing operational proficiency. Reports consist of power consumption, evaluations and historical data reviews, and depicting systems performance requirements. Receives reports and logs generated by the BAS and Controls Tech to act upon and enhance systems performance. Provides contractor design information for proposed renovation or new construction work and assists LES Facility Maintenance staff in the performance of in-house projects.
- Assists in preparation of Statements of Work (SOW) and construction documents for repairs, new construction and renovation work. Assistance includes obtaining telephone/written estimates and quotes of materials and equipment needed for repairs and the completion of job tasks. Monitors contractors work for providing products and services as the terms and conditions of the contract. Assists in developing punch lists, testing, and inspections as required to ensure quality services and construction work and assists LES Facility Maintenance personnel in the performance of in-house projects.
- Assists in providing guidance to other LES Facility Maintenance personnel and vendors/contractors in the correct operation of equipment, use of diagnostic devices and materials used to complete required maintenance activities, general operations, and future expansion projects.
- Assists in the development and implementation of a comprehensive preventive maintenance program for building systems equipment and associated electrical devices.
- Assists the Building Automation System Technician (BASET) in the production of computer generated reports from the Building Automation System, which is the backbone of the HVAC Control System, to troubleshoot and diagnose trending data.
- Properly uses available resources such as: time, tools, specialty diagnostic devices, materials, parts, spares, and consumables.
- Use the safety tools by proper way

Logistic Support

10%

- Contributes to the safety program of the facility. Insures work does not present health problems or risk of injury to workers or other employees or visitors.
- Remains current on job specific expertise through various sources (e.g. trade publications, trade shows, vendor communication, etc.) to keep abreast of the latest technological developments and products to improve generator reliability.
- Additional duty assignments will be at the discretion of the Facility Manager but could include the following: Additional mechanic duties, Assistant POSHO,

Government Technical Monitor (GTM), and/or Escort. Participates in LES Facility Maintenance personnel training programs sponsored by DOS, manufacturers and private vendors.

REQUIRED QUALIFICATIONS:

EDUCATION:

- Completion of vocational training from an accredited institute recognized as producing journeyman level technicians with a concentration in HVAC principles and application is required.

WORK EXPERIENCE:

- Minimum five years of broad experience in operations and maintenance of building HVAC systems and associated equipment. 3 years of which must be as an HVAC Technician working with large, modern, commercial or government office building in operations and maintenance is required.

LANGUAGE:

- Level I (rudimentary knowledge) in English, and level III (good working knowledge) in Ukrainian and/or Russian are required.

KNOWLEDGE:

- Basic math and the ability to use measurement tools needed to lay out and cut shaped, threaded, and joined materials. Must have a very good technical understanding of major building HVAC/mechanical systems and equipment with a specialty in controls. Knowledge of reading technical documents, interpreting maintenance plans and technical literature is required and highly emphasized. General computer literacy is required in multiple applications (MS Office).

SKILLS AND ABILITIES:

- Position may require individual to travel TDY for the purpose of receiving on the job training to become familiar with mission maintenance operations. The incumbent shall have the skills and abilities in the following areas: diagnosing and repairing HVAC systems and components and taking equipment readings with various meters, hand tools, power tools, and specialty tools to determine appropriate repairs. Must be able to use tools of the trade in order to install, troubleshoot and repair building HVAC/mechanical systems and work with the controls technicians on associated devices. Additional abilities include responding to emergency situations in an efficient and timely manner to effect immediate repairs; work in various adverse conditions such as tight or enclosed spaces, heights, and temperature extremes, indoors or outdoors to complete work

assignments; communicate orally and in writing with co-workers, contractors and vendors to obtain and provide pertinent information. Must have excellent interpersonal skills and be able to handle a large workload and multiple tasks. Must be organized.

APPLICATION AND SELECTION PROCESS:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a **mandatory** application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **either in Ukrainian or in English** and submit it to the Embassy Human Resources Office by COB **November 12, 2012**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) can be filled out electronically, but still must be printed, signed and emailed to: KyivHR@state.gov or faxed to: [521-51-55](tel:521-51-55).

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

- Current employees serving a *probationary period* are not eligible to apply for this position.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- Only those applicants who are selected for the interviews will be contacted.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED: ODurmus – FMS (by e-mail)

СКОРОЧЕНИЙ ПЕРЕКЛАД УКРАЇНСЬКОЮ МОВОЮ

Технік з обслуговування систем опалення, вентиляції та кондиціонування.

Основні обов'язки:

Технік з обслуговування систем опалення, вентиляції та кондиціонування виконує технічне обслуговування та ремонтні роботи в усіх приміщеннях посольства та на його території, а також у житлових приміщеннях, що орендуються або знаходяться у власності посольства. Робочі завдання, які виконуються під безпосереднім керівництвом інженера-механіка, пов'язані з апаратним та зовнішнім обладнанням; конфігурацією, оптимізацією та ремонтом наступних елементів системи опалення, вентиляції та кондиціонування: чилерів, великих приточних установок, компресорно-кондиційних блоків, систем фільтрації, фенкойлів, VAV боксів, систем повітропроводів, вентиляції та кондиціонування, випаровувачів, конденсаторів, зволожувачів повітря, вентиляторів, бойлерів, холодильників та холодильних установок, кухонного обладнання, ролетів, газових, водяних та електричних обігрівачів, паливних систем, моторизованих клапанів, трубопроводів холодопостачання, циркуляційних насосів, приводів клапана, електроприводів, систем підготовки води та інших контрольно-вимірювальних приладів.

Вимоги до кандидата:

Освіта:

Диплом професійно-технічного училища або іншого навчального закладу про закінчення курсів за спеціальністю технік з систем опалення, вентиляції та кондиціонування.

Досвід:

Мінімум 5 років досвіду роботи в якості техніка з обслуговування систем опалення, вентиляції та кондиціонування, а також супутнього обладнання. 3 із 5

років досвіду, кандидат має пропрацювати за спеціальністю у великому, сучасному, комерційному чи державному офісному приміщенні.

Знання мови:

Українська чи російська мови:

Середній рівень (III) володіння із знанням професійної термінології.

Англійська мова:

Початковий рівень (I) володіння мовою.

Професійні знання та навички:

Кандидат має вміти робити прості математичні розрахунки та користуватися вимірювальними приладами для встановлення та видалення різних проводів та деталей. Кандидат повинен мати дуже добре технічне розуміння роботи більшості систем та механічних систем будівлі зі спеціалізацією на роботі контрольно-вимірювального обладнання. Вимогою є вміння читати технічні документи, розуміти плани обслуговування та технічну літературу. Працівник повинен вміти використовувати базове програмне забезпечення Microsoft Office. Необхідне розуміння принципів роботи систем будівлі посольства, електричних, механічних, протипожежних та правил техніки безпеки, будівельних та галузевих міжнародних норм.

Подача документів:

Всі кандидати на вакансію мають надіслати анкету на працевлаштування (форма DS-174) в Посольство США на електронну пошту: KyivHR@state.gov, або по факсу: 044-521-5155. Анкета має бути заповнена **українською або англійською мовами**. За бажанням кандидат може додати до анкети своє резюме та інші супроводжуючі документи. Анкету на працевлаштування (DS-174) та повний текст оголошення можна знайти на офіційному сайті Посольства США у розділі Вакансії (Job Opportunities): <http://ukraine.usembassy.gov/job-opportunities.html>.

**Кінцевий термін подачі анкет на вакансію до 12 листопада, 2012 включно.
Анкети, які будуть отримані після 12 листопада, 2012 розглядатися не будуть!**